



## Safer Recruitment, Induction and Probation Policy

### Aims

Safer recruitment practice is an essential part of East Street Early Years' approach to safeguarding. This policy and guidance sets out safer recruitment practices for people working or volunteering with children. Safer recruiting should be considered at every stage of the process; planning, advertising, interview and appointment. Managers must also ensure that Employees must have relevant qualifications to care for young children and there is an ongoing programme of training to ensure that an appropriate standard of care is maintained. Following recruitment, the induction process enables Employees starting a new job, or returning from an extended period of absence, to understand the role, what is expected of them and what they can expect in return from the Organisation. A supportive induction period will assist the Employee to feel part of the team quickly and help them to make a full contribution to the Organisation in a shorter space of time. A strong induction process demonstrates the East Street Early Years' commitment to providing a safe and supportive working environment which will also help in retaining Employees. This policy also sets out the arrangements for the probationary period for Employees.

### Safer Recruitment

#### Recruitment

- When recruiting suitable staff, we advertise the role in places such as local media and through the Oxfordshire County Council website.
- We draw up a job description, which details the role and responsibilities of the post, as well as the qualifications and experience required. This information is made available to prospective applicants, along with an application form and details about our setting.
- We ask applicants to complete an application form, giving details of their qualifications, and experience, in childcare.
- We hold interviews for applicants who provide a satisfactory written application.
- We ask applicants who are called for interview to provide the original certificate(s) of their relevant qualifications (**not photocopies**).
- We ask applicants to provide at least two referees who can confirm their recent experience of working with children. These referees will be contacted **before** any interview takes place.
- At least two members of staff on the interview panel to have completed the Safer recruitment training.
- We check that applicants know and understand the requirements of the National Standards for Full and Sessional Day Care, taking into account the role and responsibilities of the post.
- We check that applicants understand the needs of children and that they have an understanding of equal opportunities issues.
- We make a written offer to the chosen successful candidate, subject to a satisfactory DBS check, right to work check and acceptable references.
- We carry out checks to ensure the suitability of prospective staff through obtaining an enhanced DBS clearance and references.

- A contract will be issued once satisfactory clearances have been received. The role will be confirmed following a successful 6-month probation period.

### **The Manager Must Ensure That:**

- Parents are aware of the policy for recruiting suitable persons to work at the setting.
- All the adults who care for the children understand the National Standards relating to Full and Sessional Day Care.
- Any adults providing care have childcare qualifications and experience relevant to their roles within setting.
- Staff are offered support to further their qualifications and to develop their skills, knowledge and expertise in childcare. This will include drawing up and implementing an action plan to develop the skill base of staff.
- The safety and welfare of the children are paramount when staff are recruited, and when students and volunteers are accepted to work in the setting. Adults employed to work in the setting are vetted for their suitability to work with children in accordance with the Protection of Children Act and the DfES requirements.
- Any adults who have not been checked will be accompanied by a member of staff at all times. This includes all visitors, suppliers and entertainers. Students and volunteers working in the setting will be supervised at all times.
- All adults working in the setting are physically and mentally fit to care for children.
- The care provided for the children in the setting is consistent, safe and meets the particular needs of individuals.

### **Key Standards for Risk Assessment and Risk Management**

New or existing staff that have never had a previous DBS check or can not provide evidence of any previous DBS check must have an enhanced DBS check, renewed every 3 years. People in these circumstances may only work without DBS clearance if the following pre-conditions are met:

- An enhanced, DBS check has been applied for.
- They have no unsupervised contact with children.
- They have no access to sensitive records, particularly information about individual children.
- A risk assessment and risk management plan has been completed and signed off by the relevant Manager.

Existing staff who have a clear enhanced DBS check which was applied for by the East Street Early Years and received less than 3 years ago do not require any additional risk assessment. Staff who have a DBS check which was applied for by a body other than the East Street Early Years and staff who have an East Street Early Years DBS check which is over 3 years old, or have left the employment of the East Street Early Years and returned, may only work if the following pre-conditions are met:

- An enhanced DBS check has been applied for through East Street Early Years.
- A risk assessment and risk management plan has been completed and signed off by the relevant Manager. (See Appendix 1.)

## **Responsibility of the New Starter**

New Employees have a responsibility to seek out information, consider their own progress and ensure that they are acting in a safe and appropriate manner, conforming to the East Street Early Years' policies and procedures, most notably, the Health & Safety Policy, Data Protection Policy and Safeguarding Policy. They should speak to their Line Manager or buddy if they are uncertain about anything.

## **New Starters**

Contracts of employment for new Employees are subject to completion of a satisfactory probationary period of 6 months (26 weeks). This includes those employed on temporary or fixed-term contracts and those previous Employees who have had a break in service with the Organisation.

Where the Employee has successfully completed the probationary period, the Line Manager will confirm the appointment in writing before the end of week 26.

## **Existing East Street Early Years Employees Changing Roles**

Where an existing Employee starts a higher level role with the Organisation, the same review process will take place. At the end of 26 weeks, the Management Team will confirm to the individual that their performance in their new role is meeting the expected standards.

## **Line Manager's Responsibilities During the Probation Period**

The Line Manager must ensure:

That anyone starting a new role understands the standards of performance and conduct expected and the importance of the East Street Early Years' ethos and objectives and that clear objectives are set and recorded.

The Employee's work, capability, competence and conduct is regularly monitored and reviewed so that any difficulties can be addressed quickly; appropriate training, information, support and guidance is provided as necessary. Regular supervision and probation review meetings are carried out and notes are taken of key points discussed at the probation reviews and supervision meetings and induction and probation records are completed. They explain the need for good attendance, how to report absence and the procedure for monitoring and managing sickness absence.

## **First and Second Progress Review Meetings – Before the End of Week 4 and Week 12**

At 4 weeks (or sooner if necessary), the Employee's performance will be observed and a review meeting will be held between the new Employee and their Line Manager at which the Employee's performance will be discussed and reviewed, including their conduct and capability to carry out the role. The Employee must be actively involved in the discussion and encouraged to speak to their Line Manager about any difficulties they are experiencing.

At the meeting the Line Manager will ensure that the Employee's performance is on track to complete a successful probationary period. Should improvement be required then identification of areas for improvement should be made, give examples to demonstrate what the issues are and explain what level of performance or standards are expected. Agree appropriate support such as training or shadowing and agree a timescale for improvement and arrangements for review.

The 'First Review Meeting' form should be completed and a copy given to the Employee. If the Line Manager has concerns about the Employee's progress a clear action plan should be put in place including details of any informal or formal training to be provided. The Manager will monitor progress through supervision meetings or additional review meetings, whichever is most appropriate.

Where there are significant concerns about an Employee's ability to do the job or their conduct, the Line Manager should consult the Organisation's HR policies and if necessary seek further advice on how to proceed.

### **Final Progress Review Meetings – Before the End of Week 26**

Progress should be reviewed at least 3 weeks before the end of week 26 and the decision should be made as to whether the Employee's probation is to be confirmed, extended or not confirmed (dismissal).

The Line Manager should complete the 'Final Review Meeting' form and meet with the Employee to confirm the outcome of their decision. A copy of the form should be given to the Employee.

Where the Employee has successfully completed their probationary period, the Line Manager will confirm this in writing to them.

## **Where Concerns Arise**

If at any stage there are concerns regarding the Employee's performance or conduct the Line Manager should address the issue immediately in line with the Organisation's HR policies, especially if it is likely that an extension to probation is going to be required. If there are on-going concerns and areas for improvement identified, the Line Manager should agree an action plan with the Employee and monitor progress through regular supervision meetings and at probation review meetings.

## **Extending the Probation Period**

Where the Line Manager believes the Employee is likely to reach the required standard or performance in due course but requires additional time to demonstrate this, the probation period can be extended. This must be done in line with this and other Organisational HR policies and procedures. Extending the probationary period by up to 3 months may be appropriate where there are concerns about the performance of the new post holder. An action plan must be agreed and performance reviewed against objectives during the period of extension.

## **Non-Confirmation of Probation/Dismissal**

Where concerns relating to the new Employee are so serious or have not improved sufficiently and it is considered that they are unlikely to reach the required standards, dismissal should be considered. There is no need to wait until the formal review meetings to move to a formal process. A hearing should be arranged in accordance with the East Street Early Years' Disciplinary and Capability Procedure. Internal and where necessary, external HR advice should be sought to ensure legal compliance. Where action is taken against the Employee under the Disciplinary and Capability Procedure, consideration will be given to the level of experience of the Employee and what measures were put in place by the Line Manager to support the Employee to improve their performance.

Any appeal against warnings or dismissal during probation will be addressed to the East Street Early Years Board of Trustees in accordance with the Disciplinary and Capability Procedures

<b>Reviewed by East Street Early Years on</b>	November 2020
<b>Signed by Chair of Management Committee</b>	SAM WALDEN
<b>Review date</b>	November 2022

## Appendix 1

Name of candidate:	Date of Birth:
Job title:	Department:
Proposed Start Date:	Manager conducting assessment:
<b>Section A:</b> Safer Recruitment Guidance	Comments
Has the recruitment checklist been completed including the following checks: <ul style="list-style-type: none"> <li>• Application form - gaps, discrepancies or anomalies.</li> <li>• Appropriate satisfactory references.</li> <li>• Has the appointing Manager spoken to the referees for clarification or to gain missing information for the applicant?</li> <li>• Qualifications</li> <li>• Identity - Asylum and Immigration.</li> <li>• Health Checks</li> </ul>	
<b>Section B:</b> Disclosure and Barring Service Checks	Comments:
1. Does the candidate already hold a Disclosure Certificate? <b>If not, please go to Q6</b>	
2. Was the disclosure certificate issued by East Street Early Years? <b>If not, who is the Registered Body?</b>	
3. When was the disclosure certificate issued?	
4. Is the disclosure certificate issued to an Enhanced Level?	
5. Has the disclosure been checked against the Protection of Children Act List information? (should have the words 'None Recorded' Printed)	
6. Has the candidate completed the Convictions Policy Statement on the Employment Application form regarding the Rehabilitation of offenders Act 1974? If yes, are there any declared convictions, cautions, reprimands, warnings, bindovers, pending prosecutions or disqualifications?	
7. Has the candidate complete a new enhanced DBS disclosure application form? <ul style="list-style-type: none"> <li>• And, has the application form been forwarded to the recruitment team in the shared service centre for processing? If so, when?</li> </ul>	
8. Has the candidate been a resident outside of the United Kingdom in the last 5 Years? <ul style="list-style-type: none"> <li>• If yes, is the candidate able to produce the police check or DBS equivalent from that country?</li> <li>• If no, is a police check or DBS</li> </ul>	

equivalent from that country being sought?	
<b>Section C:</b> Other Relevant Questions	Comments
Is the candidate able to carry out induction, training and supervised tasks whilst waiting for the DBS disclosure to be returned?	
What is the duration, frequency and nature of the contact with children?	
What is the nature of the access to information about individual children?	
How sensitive is the environment in which the individual will be working? E.g. do others who work there have a lot of contact with children/engage in discussion about individual children/frequently access database or reports containing information about children?	
For volunteers- Does the candidate have other employment or undertake any voluntary activities where referees would advise on suitability to work with children?	

**Section D:** Any further information:  
Is there any other information to inform this risk assessment regarding the Candidate/Employee, their behaviour, the work itself or the location/environment where the activities will take place?

**Is a risk management plan comprising additional protective measures needed?**

Examples might include curtailments of access to children/information; additional supervision; temporary changes of work location; temporary diversion to low risk tasks or training

Yes/No

Risk Management Plan:

Risk Assessment to be completed by the appointing Manager

High Risks	
Medium Risks	
Low Risks	